

SESSION 5.1

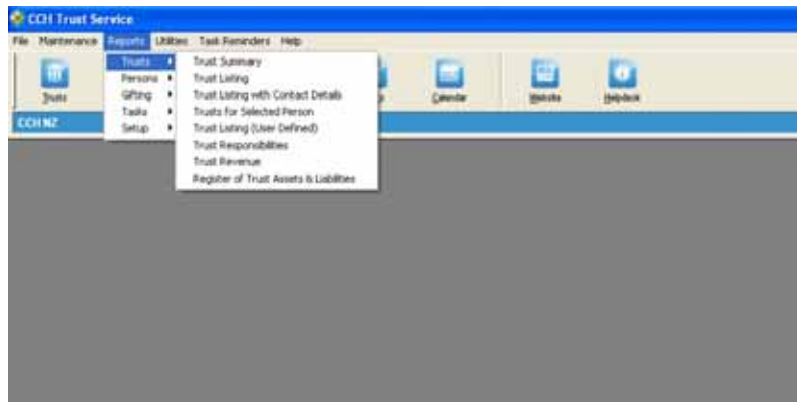
LEVEL 1

REPORTING

The Trust Service comes with a standard set of Trust Reports. You can also set up your own reports and export data to excel for more detailed reporting.

Trust Reports

Select Reports > Trusts. You can now see a list of the Trust Reports Available



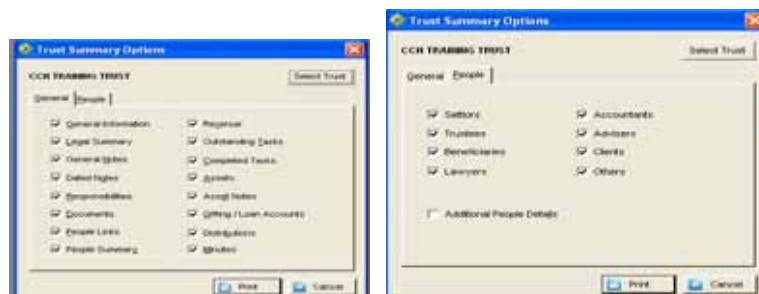
To produce reports you should first close down any Trust Records that are open and also ensure the Trust Listing is closed. The main screen should be blank as above

Trust Summary Report



Select the Trust you wish to report on

Select the information to wish to include

Select the people you wish to include



The Trust Summary Report can be up to 12 pages long, see Appendix 1 for an example. This appendix contains all the information you can generate as part of this report.

You can send the report to the printer  or save it as a PDF  which can then be attached to an email.

Trust Listings

Select Reports > Trust > Trust Listing



Select the Sort Order you require

Select a specific Manager or leave blank for All

Select a Trust Status or leave blank for All

Select a Trust Category or leave blank for All

Select a Trust Group or leave blank for all



Select to include Advisory Trustee or not

Select to include Default Trust address

Select to include Inactive Trusts or not

You can also export this and many other reports into an excel spreadsheet by ticking the box

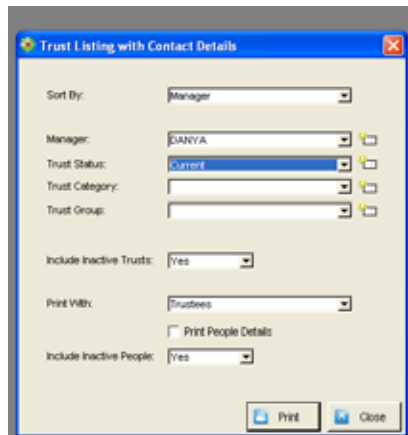
Trust Id	Trust Name	Manager	Client Name	Client No	Formation
3	CCH TRAINING TRUST	Diana Urlich	Lecnell, Matthew		31/05/08
4	FREEMAN FAMILY TRUST	Diana Urlich	Freeman, Colin		14/01/07

You can send the report to the printer  or save it as a PDF  which can then be attached to an email.

See notes below on Exporting reports into Excel

Trust Listing with Contact Details (Trustees or Default Contact)

Select Reports & select Trust Listing with Contact Details



Trust Listing with Contact Details

Sort By: Manager

Manager: DANYA

Trust Status: Current

Trust Category:

Trust Group:

Include Inactive Trusts: Yes

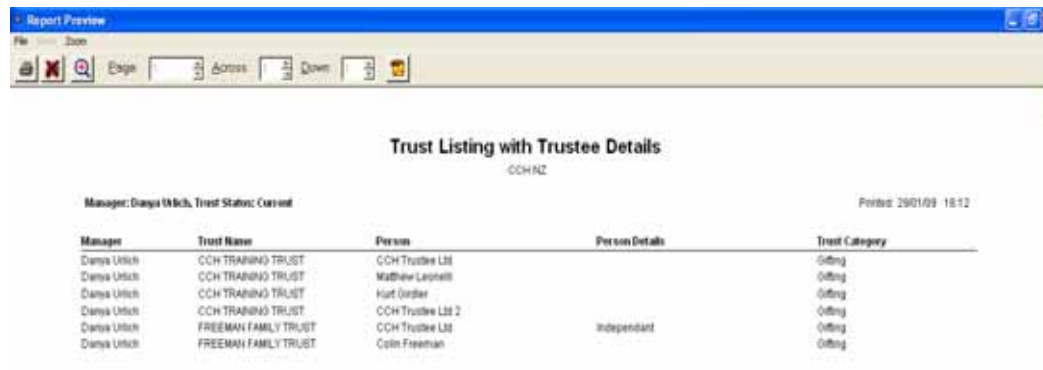
Print With: Trustees

Print People Details

Include Inactive People: Yes

Print Close

- Select the Sort Order for your list
- Select a specific Manager or leave blank for All
- Select a Trust Status or leave blank for All
- Select a Trust Category or leave blank for All
- Select a Trust Group or leave blank for all
- Select to include Inactive Trusts or not
- Select Trustees or Default Contact Details to be included in the list
- Select to print People Details
- Select to include Inactive People or not



Report Preview



Trust Listing with Trustee Details

CCH NZ

Manager: Danya Ulrich, Trust Status: Current

Printed: 29/01/09 15:12

Manager	Trust Name	Person	Person Details	Trust Category
Danya Ulrich	CCH TRAINING TRUST	CCH Trustee Ltd		Gifted
Danya Ulrich	CCH TRAINING TRUST	Matthew Leonard		Gifted
Danya Ulrich	CCH TRAINING TRUST	Hart Order		Gifted
Danya Ulrich	CCH TRAINING TRUST	CCH Trustee Ltd 2		Gifted
Danya Ulrich	FREEMAN FAMILY TRUST	CCH Trustee Ltd	Independent	Gifted
Danya Ulrich	FREEMAN FAMILY TRUST	Colin Freeman		Gifted

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Trust Listing for Selected Person

Select Reports > Trust > Trust Listing for Selected Person



Select the Person

Select the Function you wish to report on, e.g Trustee, or All



Select the Sort Order for your list

Select to include Inactive Trusts or not

Select to include Inactive People or not



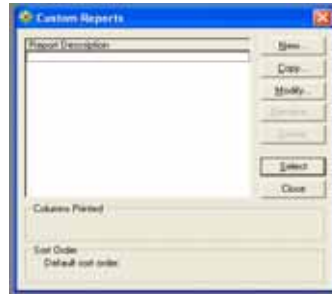
Trust Name	Client Name	Client No	Function(s)
CCH TRAINING TRUST	Leonell, Matthew		Settlor/Accountant
FREEMAN FAMILY TRUST	Freeman, Colin		Adviser

You can send the report to the printer  or save it as a PDF  which can then be attached to an email.

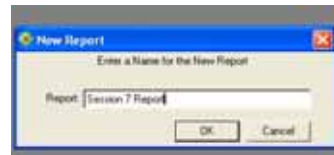
Trust Listing (User Defined)

The User Defined listing allows you to specify what information you would like displayed on your listing

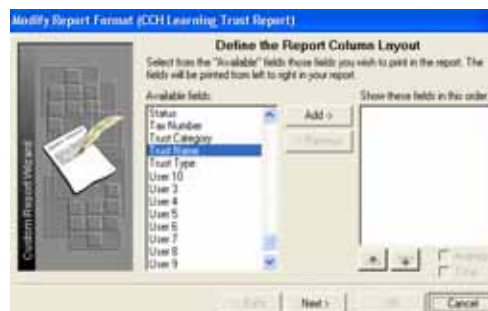
Select Reports > Trust > Trust Listing (User Defined)



Select New & type the name of the Report. Select OK

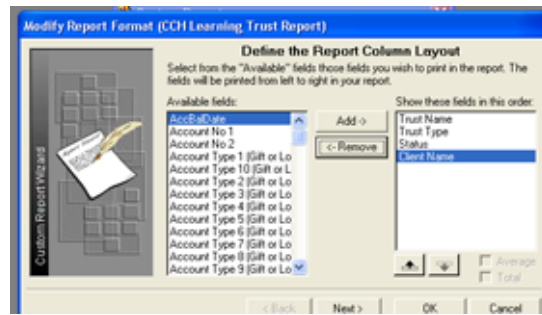


You can now select the information you want to appear on your report
Highlight name of field, select Add



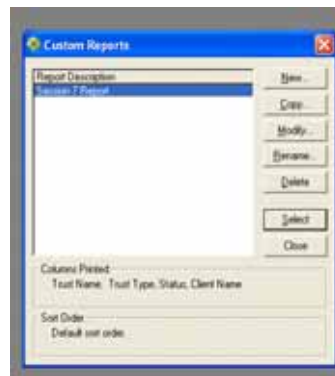
You can add 4 or 5 items before you run out of space to fit the information onto a page. If you need more than 5 items you should Export the information into Excel - See notes on Session 10

Columns will appear across the page of your report in the same order they appear down this list.

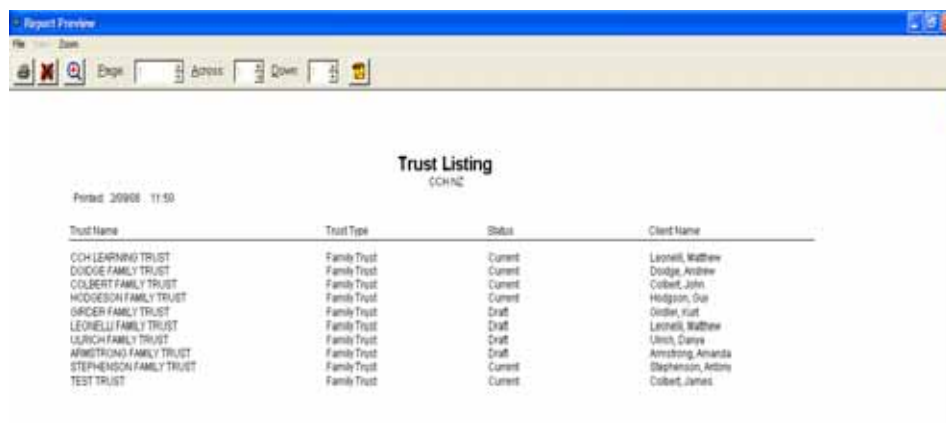


To change the order of the list, highlight field name & select the up or down arrow beneath the list.



Your report is now ready to run.



Ensure your report is highlighted then Select.



Trust Name	Trust Type	Status	Client Name
CCH LEARNING TRUST	Family Trust	Current	Leonell, Matthew
DOUGIE FAMILY TRUST	Family Trust	Current	Dodge, Andrew
COLBERT FAMILY TRUST	Family Trust	Current	Colbert, John
HODGESON FAMILY TRUST	Family Trust	Current	Hodgson, Don
GRIGER FAMILY TRUST	Family Trust	Draft	Griger, Vicki
LEONELLI FAMILY TRUST	Family Trust	Draft	Leonell, Matthew
LEURICH FAMILY TRUST	Family Trust	Draft	Urich, Darce
ARMSTRONG FAMILY TRUST	Family Trust	Draft	Armstrong, Amanda
STEPHENSON FAMILY TRUST	Family Trust	Current	Stephenson, Antony
TEST TRUST	Family Trust	Current	Colbert, James

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